

**UNITED STATES DISTRICT COURT FOR THE DISTRICT OF MONTANA
TRANSCRIPT DESIGNATION AND ORDERING FORM**

1. U.S. Court of Appeals Case No.:

2. U.S. District Court Case No.:

3. Short Case Title:

4. ☐ I do not intend to designate any portion of the transcript and will notify all counsel of this intention.

5. NAME
(Party Ordering Transcript)

6. PHONE NUMBER

7. DATE

8. MAILING ADDRESS

9. CITY

10. STATE

11. ZIP CODE

12. ORDER FOR ☐ PLAINTIFF NAME: _____ ☐ DEFENDANT NAME: _____
☐ APPEAL ☐ NON-APPEAL ☐ CIVIL ☐ CRIMINAL ☐ BANKRUPTCY

13. TRANSCRIPT REQUESTED (Specify portion(s) and date(s) of proceedings(s) for which transcript is requested.)

PORTION(S)	DATE(S)	COURT REPORTER	PORTION(S)	DATE(S)	COURT REPORTER
<input type="checkbox"/> CHANGE OF PLEA			<input type="checkbox"/> CLOSING ARGUMENT (Plaintiff)		
<input type="checkbox"/> PRE-TRIAL PROCEEDING (Specify)			<input type="checkbox"/> CLOSING ARGUMENT (Defendant)		
<input type="checkbox"/> VOIR DIRE			<input type="checkbox"/> SETTLEMENT INSTRUCTIONS		
<input type="checkbox"/> OPENING STATEMENT (Plaintiff)			<input type="checkbox"/> INSTRUCTIONS TO JURY		
<input type="checkbox"/> OPENING STATEMENT (Defendant)			<input type="checkbox"/> SENTENCING		
<input type="checkbox"/> TESTIMONY (Specify Witness)			<input type="checkbox"/> OTHER (Specify)		

14. PAYMENT: Financial arrangements must be made with the court reporter before transcript is prepared.
If payment is authorized under CJA, mail CJA-24 form to the court reporter(s).

15. CATEGORY	ORIGINAL	FIRST COPY (to each party)	ADD'L COPIES (to same party)	FORMAT REQUESTED (Each format is billed as a separate transcript copy.)		
				PAPER	ELECTRONIC	SPECIFY
ORDINARY: To be delivered within 30 days after receipt of this order.	\$3.30 per page	\$0.83 per page	\$0.55 per page	<input type="checkbox"/> Full Size <input type="checkbox"/> Condensed <input type="checkbox"/> A-Z word index	<input type="checkbox"/> Diskette <input type="checkbox"/> CD <input type="checkbox"/> E-mail	<input type="checkbox"/> ASCII <input type="checkbox"/> E-Transcript <input type="checkbox"/> Other
EXPEDITED: To be delivered within 7 days after receipt of this order.	\$4.40 per page	\$0.83 per page	\$0.55 per page	<input type="checkbox"/> Full Size <input type="checkbox"/> Condensed <input type="checkbox"/> A-Z word index	<input type="checkbox"/> Diskette <input type="checkbox"/> CD <input type="checkbox"/> E-mail	<input type="checkbox"/> ASCII <input type="checkbox"/> E-Transcript <input type="checkbox"/> Other
DAILY: Delivered following adjournment and prior to the normal opening hour of court on the following morning, whether or not it actually is a court day.	\$5.50 per page	\$1.10 per page	\$0.83 per page	<input type="checkbox"/> Full Size <input type="checkbox"/> Condensed <input type="checkbox"/> A-Z word index	<input type="checkbox"/> Diskette <input type="checkbox"/> CD <input type="checkbox"/> E-mail	<input type="checkbox"/> ASCII <input type="checkbox"/> E-Transcript <input type="checkbox"/> Other
HOURLY: to be delivered within 2 hours of proceeding.	\$6.60 per page	\$1.10 per page	\$0.83 per page	<input type="checkbox"/> Full Size <input type="checkbox"/> Condensed <input type="checkbox"/> A-Z word index	<input type="checkbox"/> Diskette <input type="checkbox"/> CD <input type="checkbox"/> E-mail	<input type="checkbox"/> ASCII <input type="checkbox"/> E-Transcript <input type="checkbox"/> Other

16. DISTRIBUTION: Mail, e-mail, or fax a copy of this form to court reporter and to opposing counsel.
For cases on appeal, e-file it with the Clerk's Office or mail a copy of this form to the District Court.

17. Date order received by court reporter:

Expected transcript completion date: